
SUPPORT STAFF SUPERVISORS SEMINAR
December 4-8, 2000
Columbia, South Carolina

AGENDA

ALL SESSIONS WILL BE HELD IN ROOM A008 UNLESS OTHERWISE NOTED.

MONDAY, DECEMBER 4, 2000

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| 8:00 - 8:30 a.m. | REGISTRATION |
| 8:30 - 9:00 a.m. | WELCOMING/ADMINISTRATIVE REMARKS |
| 9:00 - 10:15 a.m. | BECOMING AN EFFECTIVE SUPERVISOR |
| 10:15 - 10:30 a.m. | BREAK |
| 10:30 - 12:00 p.m. | ROUNDTABLE DISCUSSION GROUPS (See handout for group assignments and locations.) |
| 12:00 - 1:30 p.m. | LUNCH |
| 1:30 - 3:30 p.m. | MANAGING CONFLICT |
| 3:30 - 4:00 p.m. | BREAK |
| 4:00 - 5:00 p.m. | MANAGING CONFLICT (continued) |
| 5:00 p.m. | RECESS |

TUESDAY, DECEMBER 5, 2000

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| 8:30 - 9:30 a.m. | PANEL: SUPERVISORY LESSONS LEARNED |
| 9:30 - 10:00 a.m. | BREAK |
| 10:00 - 12:00 p.m. | ROUNDTABLE DISCUSSION: DECISION-MAKING FOR SUPERVISORS (See handout for group assignments and locations.) |
| 12:00 - 1:30 p.m. | LUNCH |
| 1:30 - 2:30 p.m. | REPORTING SESSION FROM WORKSHOPS |

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| 2:30 - 3:30 p.m. | MOTIVATING EMPLOYEES AND BUILDING A TEAM |
| 3:30 - 4:00 p.m. | BREAK |
| 4:00 - 5:00 p.m. | MOTIVATING EMPLOYEES AND BUILDING A TEAM (continued) |
| 5:00 p.m. | RECESS AND RECEPTION |

WEDNESDAY, DECEMBER 6, 2000

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| 8:30 - 10:00 a.m. | MANAGING CHANGE |
| 10:00 - 10:30 a.m. | BREAK |
| 10:30 - 12:00 p.m. | SECURITY ISSUES FOR SUPERVISORS |
| 12:00 - 1:30 p.m. | LUNCH |
| 1:30 - 3:30 p.m. | EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY IN THE WORKPLACE |
| 3:30 - 3:50 p.m. | BREAK |
| 3:50 - 5:00 p.m. | ETHICS: STANDARDS OF CONDUCT FOR SUPERVISORS |
| 5:00 p.m. | RECESS |

THURSDAY, DECEMBER 7, 2000

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| 8:30 - 10:00 a.m. | THE DISCIPLINARY PROCESS |
| 10:00 - 10:30 a.m. | BREAK |
| 10:30 - 12:15 p.m. | THE DISCIPLINARY PROCESS (continued) |
| 12:15 - 1:30 p.m. | LUNCH |
| 1:30 - 3:00 p.m. | LEADERSHIP STYLES |
| 3:00 - 3:30 p.m. | BREAK |

3:30 - 5:00 p.m.

COMMUNICATING WITH YOUR COLLEAGUES

5:00 p.m.

RECESS

FRIDAY, DECEMBER 8, 2000

8:30 - 9:45 a.m.

PERSONNEL/PERFORMANCE MANAGEMENT ISSUES

9:45 - 10:15 a.m.

BREAK

10:15 - 11:30 a.m.

**PERSONNEL/PERFORMANCE MANAGEMENT ISSUES
(continued)**

11:30 a.m.

WRAP-UP; EVALUATIONS; ADJOURNMENT